

REQUEST FOR TENDERS:

THE NATIONAL DEVELOPMENT AGENCY
INVITES TENDERS FOR THE FOLLOWING:

TENDER NO:	TENDER DESCRIPTION:	CLOSING DATE:
NDA30/IT 01/18	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF A MASTER CSOs DATABASE AND AN INTEGRATED INFORMATION MANAGEMENT SYSTEM	23 July 2018

Terms of References will be available on the NDA website from the 29TH June 2018 (Go to website, supply chain Management, current tenders)

Briefing session will be as follows:

06 July 2018 @ 10:00

NDA Main Boardroom, 26 Wellington Road, Parktown, Johannesburg, 2193

Failure to attend the briefing session will result to the disqualification of the bid.

Bid submission: All bids must be submitted in the NDA tender box ONLY which will be located at the following address:
26 Wellington Road, Parktown, Johannesburg, 2193
(the tender box is accessible 24/7)

NB: Please ensure that you submit your bid into the tender box, as tenders that are not in the tender box at closing time and date will not be considered.

Tender will be evaluated on 80/20 preferential point system 80 points will be allocated for price and 20 will be allocated for BBBEE & preferential point system

Service providers that are outside Gauteng province must courier their documents before the closing date and time.

Contact person for Commercial queries: Ms. Nomakhaya Nelani - 011 018 5607/0810756904 between 08:30 and 17:00 weekdays.
For Technical query: Lerato Dhlamini 011 018 5652/ 078 464 6047



social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	NDA30/IT 01/18	CLOSING DATE:	23 July 2018	CLOSING TIME:	11:00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF A MASTER CSOs DATABASE AND AN INTEGRATED INFORMATION MANAGEMENT SYSTEM				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
26 Wellington Road					
Parktown North					
Johannesburg					
2193					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Nomakhaya Nelani		CONTACT PERSON	Lerato Dhlamini	
TELEPHONE NUMBER	011 018 5607		TELEPHONE NUMBER	011 018 5652	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	nomakhayan@nda.org.za		E-MAIL ADDRESS	leratodh@nda.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....



TERMS OF REFERENCE

FOR

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF A MASTER CSOs DATABASE AND AN INTEGRATED INFORMATION MANAGEMENT SYSTEM

CLOSING DATE: 23 July 2018

CLOSING TIME: 11:00

BID REF: NDA30/IT 01/18

SUBMISSION OF PROPOSALS

All bid documents must be delivered at the NDA Head Office on or before the closing date and time.
The Head Office address is: **26 Wellington Road, Parktown, Johannesburg, 2193**

Service providers can send bid documents using door to door courier services but NO documents can be sent to the NDA postal address or provincial NDA offices.

Submissions must be **strictly** submitted inside the tender box which is at the main entrance and accessible 24/7.

The supplier's envelope/s MUST clearly have the description of the Bid " **The supply, configuration and maintenance of internet services solution to all NDA offices** " and the bid reference number

A TWO-ENVELOPE system will be used for the submission of quotations

Commercial Envelope

This envelope must contain price quotations plus all the mandatory documents as listed in section 8.3 of this document.

Technical Envelope

This envelope must contain all information listed in section 8 of this document.

Contact person: Ms Nomakhaya Nelani 011 018-5607 / 0810756904 between 08h30 to 17h00 on weekdays. Queries can also be sent in writing to tenders@nda.org.za (on the website go to Procurement, click tenders then you will have a view of all available tenders. For minutes of briefing

sessions; go to Procurement, click tenders, click Questions & clarifications)

COMPULSORY BRIEFING SESSIONS HAVE BEEN SCHEDULED AS FOLLOWS:

Date	Time	Venue
06 July 2018	10:00	NDA Main Boardroom 26 Wellington Road, Parktown Johannesburg, 2193

Failure to attend the Compulsory briefing session will result to the disqualification of the bid

OVERVIEW OF NDA

The National development Agency is a public entity listed under Schedule 3A of the Public Finance Management Act (PFMA). It was established in terms of the National Development Agency Act No 108 of 1998 as amended.

1.1. Our mandate

In terms of the National Development Agency (NDA) Act (Act No 108 of 1998 as amended), NDA was mandated to contribute towards the eradication of poverty and its causes by granting funds to Civil Society Organisations (CSOs) to:

- Implement development projects in poor communities, and
- Strengthen the institutional capacity of other CSOs that provide services to poor communities.

1.2. Our mission

Facilitate sustainable development by strengthening Civil Society Organisations involved in poverty eradication through enhanced grant funding and research.

1.3. Our vision

A society free from poverty.

1.4. Our values

Integrity
Dignity
Empowerment
Accountability & Responsibility
Transparency
Excellence
Partnering

2. BACKGROUND

2.1. Introduction

The NDA has restructured its business model and formulated a strategy with the purpose of giving effect to the new model. The NDA effectively becomes the agent that will work through, and capacitate Civil Society Organizations (CSOs) to deliver social programmes and projects to the poorest communities in South Africa and drive its Vision of a "Society free of Poverty". The NDA also wants to position itself as the only Social Sector Agency that capacitates and work through CSOs. This would mean that all government Ministries, Departments and Agencies would need to see the NDA as its Agency of choice when wanting to engage or work with CSOs.

The NDA strategy also ensures that its projects and programmes are guided by National Development Plan 2030 (NDP), Outcome 13 of the National Development Plan with the goal to contribute directly to:

- Sub-Outcome 2 - Improved provision (improved quality and access) of Early Childhood Development Services for children aged 0-4.
- Sub-Outcome 3 - Strengthened community development interventions.
- Sub-outcome 5: Optimal systems to strengthen coordination, integration, planning, monitoring and evaluation of social protection services.

The NDA has gone through a process to developing and approving the Master Systems plan, in order to align ICT strategies to the business strategy. The Systems Architecture proposed therefore not only addresses the enablement of the business model but also finds solutions to the significant challenges currently experienced by the business due to the lack of integrated information management systems.

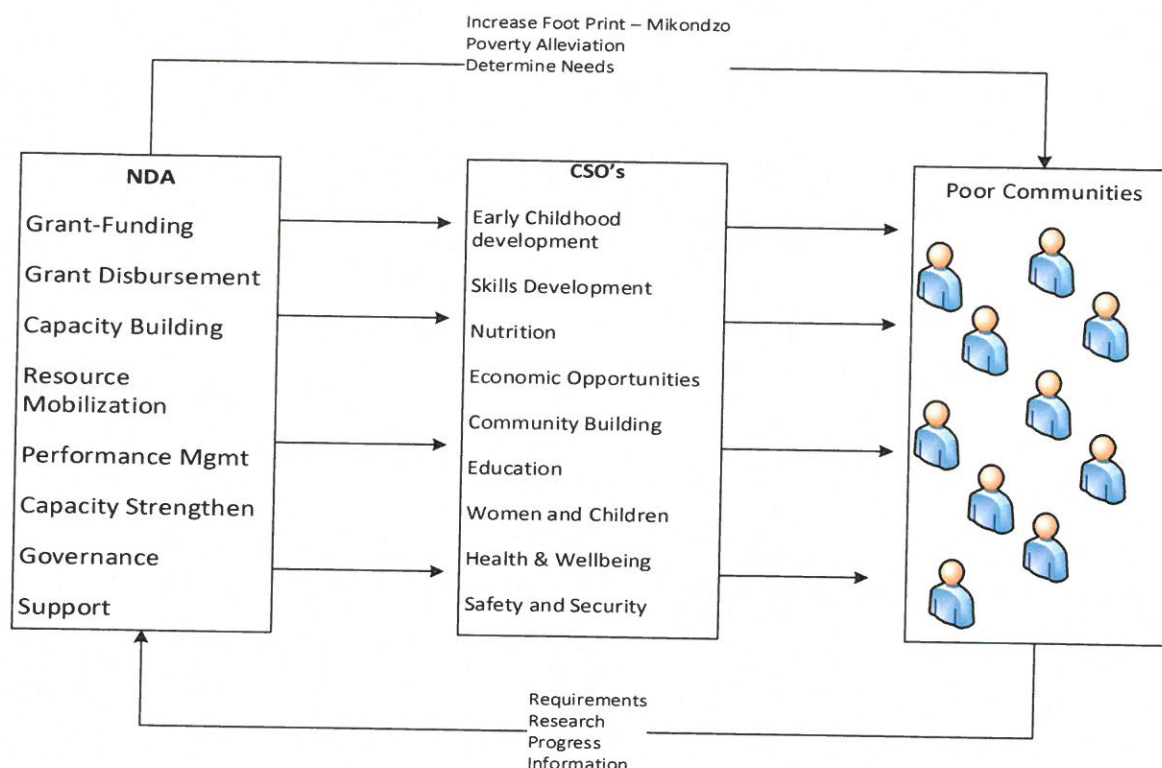
The development and implementation of an integrated CSOs Information Management System will enable the NDA to effectively and efficiently achieve its mandate as per the NDA Act (Act No 108 of 1998 as amended), strategic goals and objective. The implementation of the required system is expected to achieve the following business objectives: -

- Provide the NDA with an integrated solution that promotes interoperability and a single view of the CSOs information;
- Reduce the number of small applications/ Excel sheets/ tools that are operating in silos.
- Improved Service Delivery to all business areas.

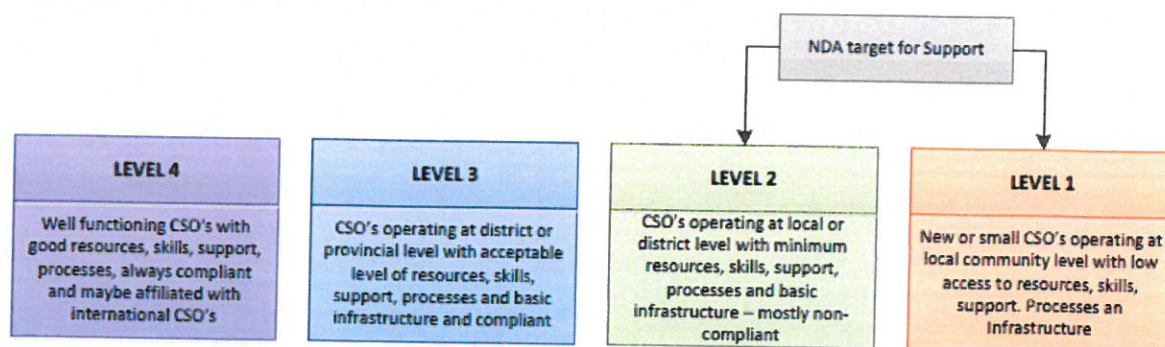
2.2. The NDA Overview Business Model

The NDA has adopted a CSO development model as its operational framework for delivering on the outcomes NDP 2030. The strategy of the NDA is to empower CSOs and to work through these CSOs to achieve its mandate of empowering poor communities and alleviating poverty. The NDA's strategy thus puts the CSOs at the core of its operational model. This

means that the NDA must leverage on technology to integrate and to automate the processes and use information in an integrated architecture to make informed decisions, become more efficient, make information available irrespective of location and time and, to apply resources strategically. The figure below illustrates the connection between the poor communities, CSOs and the NDA: -



The NDA will therefore position itself as the primary agent that strengthens the capacity of the CSOs to deliver quality products and services to poor communities and households. This strategy also requires process integration with CSOs to ensure that the NDA can provide necessary support and monitor projects and programmes. This is particularly relevant for Level 1 and Level 2 CSOs as described in the diagram below.

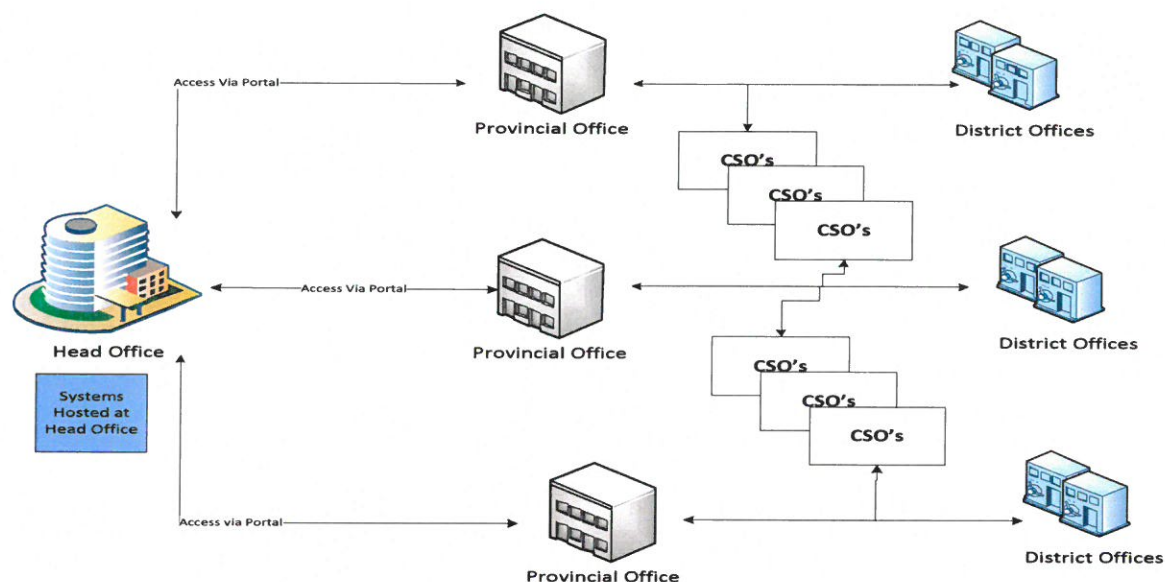


NDA Classification levels of CSOs

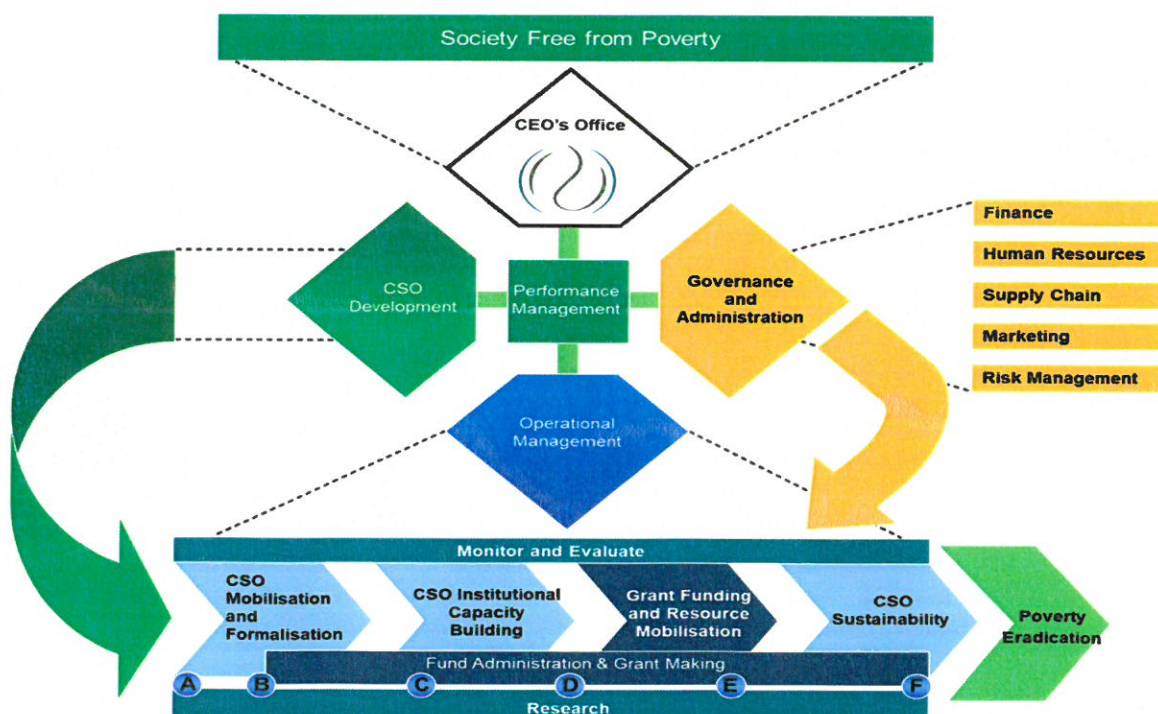
De-Centralized Operating Model

The NDA's newly restructured operations strategy is one of de-centralization where the operations are being pushed down to the level of Provincial and District Office level. The

implementation of projects and programmes will therefore happen at the provincial level with administration, oversight, research, monitoring, Grant allocation and policy formulation taking place at the National level. The strategy will therefore require integrated systems for the National Office to deliver on their mandate of Administration and Oversight.

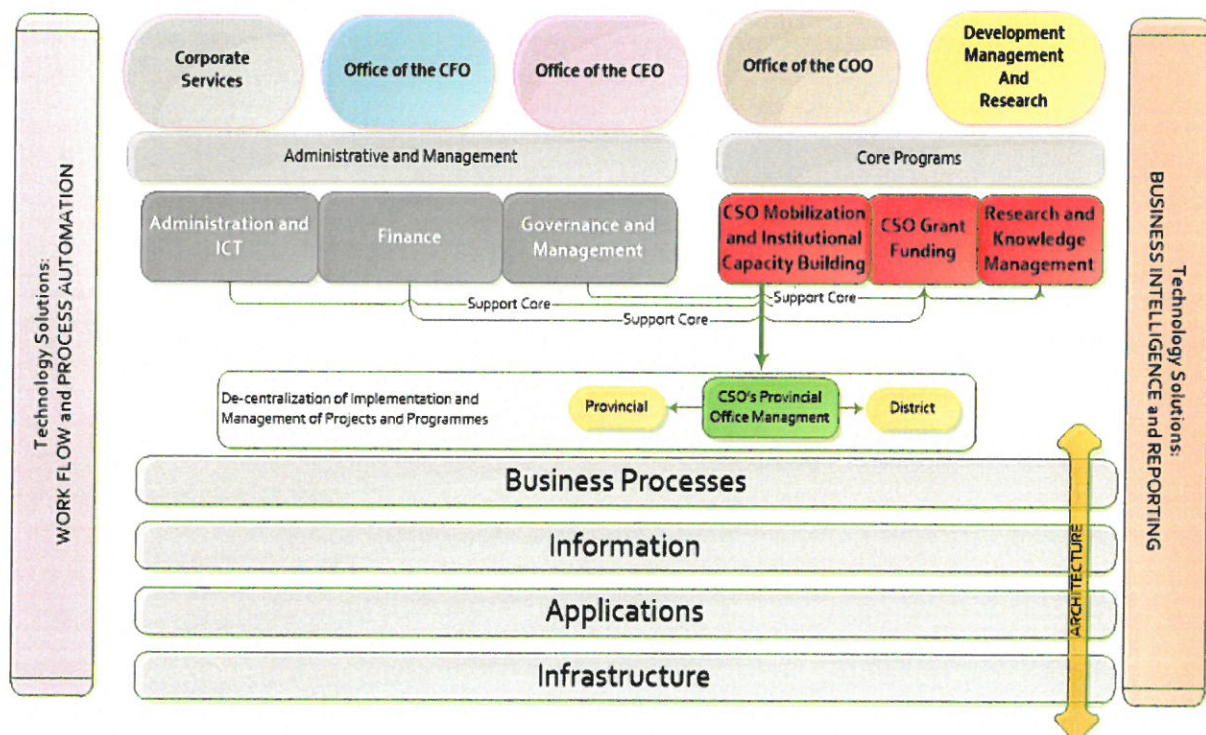


The de-centralized model recognizes that it is the Provincial and District offices that is in tune with the needs of their respective communities as they are embedded within these communities with a better understanding of needs, cultural and diversity dynamics. This means that the Provincial and District Offices must be adequately enabled and supported for them to meet their Key Performance Indicators. They will need access to systems with an elevated level of performance and connectivity to back-end applications which will reside at the Head Office Data Centre.



2.3. Business Architecture

The figure below illustrates the lines of business reside on an architectural foundation supported by technology solutions that enables their processes, thus improving efficiencies. The ICT Strategy seeks to achieve this enablement of the business model.



2.3.1. Business Programmes

Programme 1: Governance and Administration

This programme is aimed at promoting and maintaining organisational excellence and sustainability through effective and efficient administration.

Programme 2: CSOS Development:

The programme provides a comprehensive package that aims at developing CSOs to their full potential so as to ensure that CSOs, especially those operating in poor communities, have capabilities to provide quality services to the communities they are serving.

Programme 3: Research

This programme is the key pillar of the NDA, to fulfil the secondary mandate as prescribed by the NDA Act, *"to promote- a) consultation, dialogue and sharing of development experience between civil society organisations and relevant organs of state; and debate on*

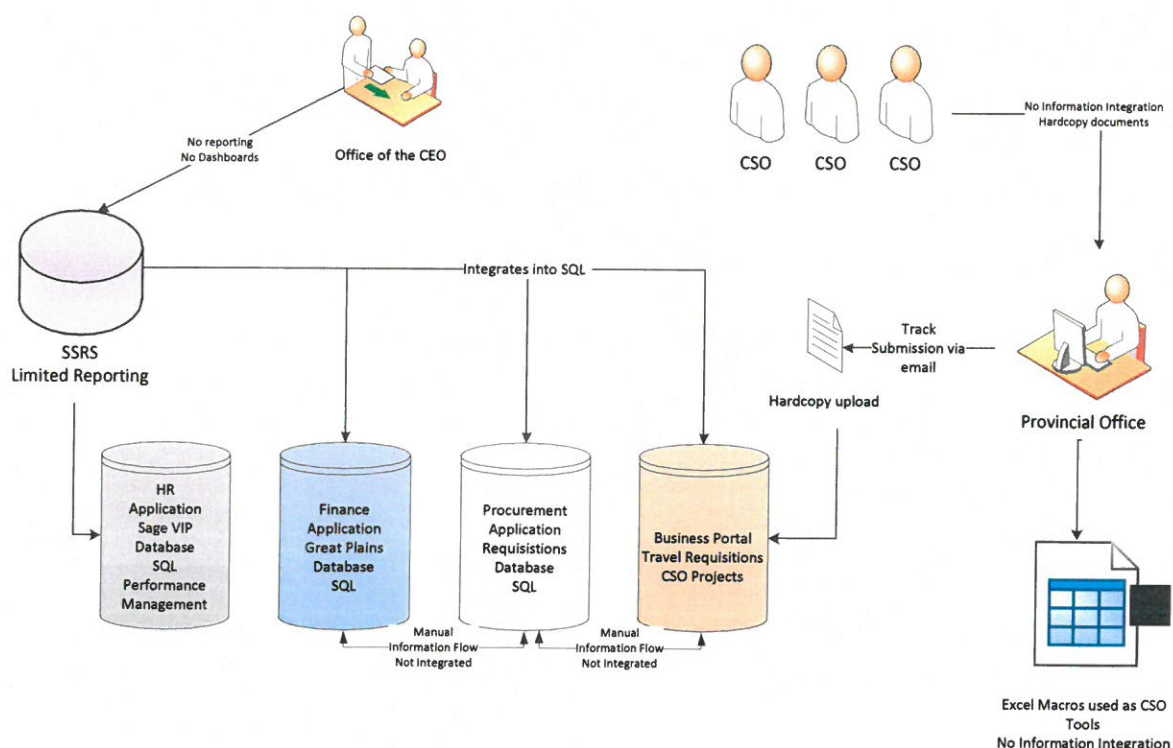
development policy; and (b) to undertake research and publication aimed at providing the basis for development policy”.

2.4. Problem Statement

The NDA currently has no ICT systems in place to enable the strategy and core business functions (Sub programmes 1 to 4). The inefficiencies within the Provincial and District Offices are largely perpetuated by the lack of systems, and the manual mechanisms are cumbersome and time-consuming. Provincial Office have piles of documents, due to the lack of an electronic document and information management system. The current gaps within the ICT systems are not limited to the follows:

- No System to monitor grand funding projects and programmes. Performance evaluations (real-time visibility) is done on spreadsheets;
- No formal Master CSOs Database, as per the requirement of the NDA Act;
- No funders Database and no integration to external donor and funding databases;
- No integration with stakeholders – DSD, CSOs, Funders or any other stakeholders;
- No real-time reporting or Business Intelligence system, most of the tools are on the excel spread sheets
- No access to systems on the ground; e.g. if they do a seminar or workshop as part of the CSO Mobilization Process for CSOs, they cannot directly access a system and record information such as Capture CSO details into a database;

The figure below highlights some of the gaps within the information systems environment that clearly illustrates the difficulty the business has due to a lack of systems.

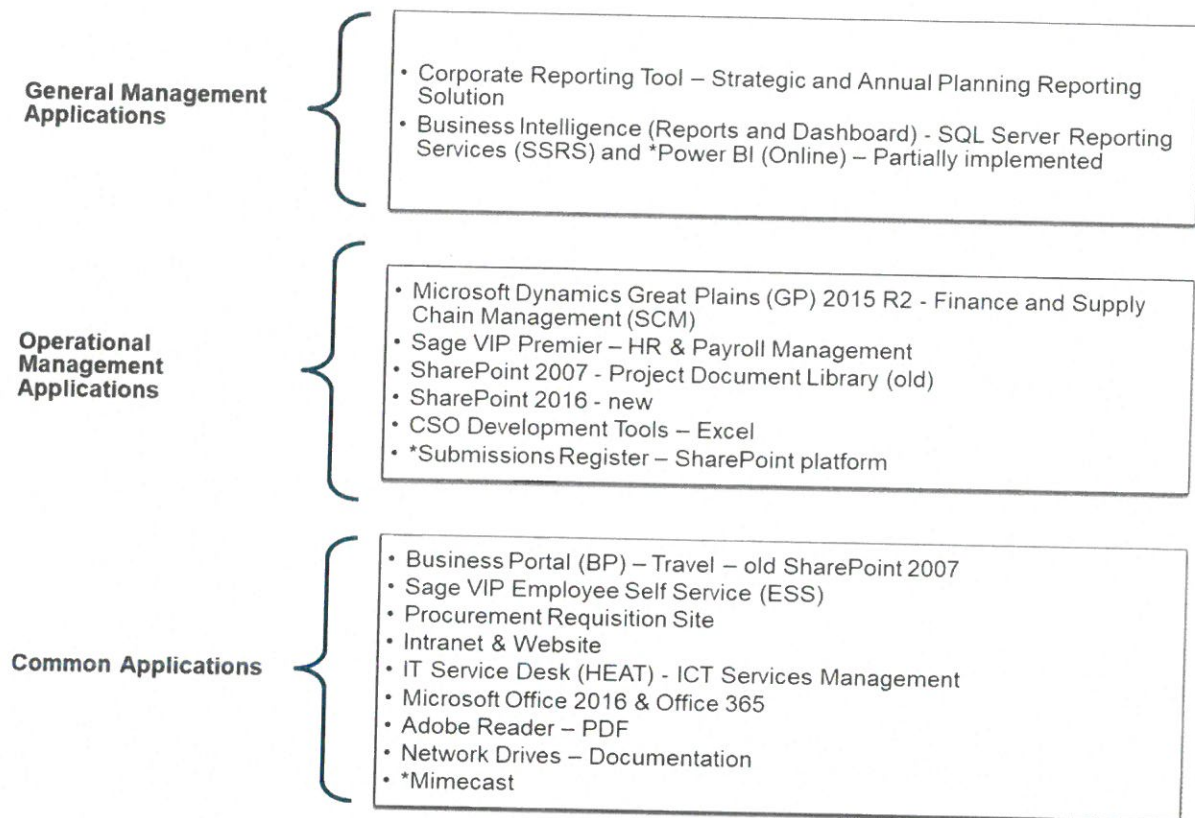


2.5. Current NDA Applications

The NDA currently has a number of systems and applications used in the organisation; below is a list of current systems:

Business Application Audit - NDA							
Application Name	Description	Type	Operating System	Database	Platform	Support	Used By
SAGE VIP	HR Payroll ESS	Web/Mobile	Windows 2010	SQL	.NET	Outsourced VIP	HRM
Microsoft Dynamics GP	Financial System	Client/Server	Windows Server 2015 R2	SQL Server	.NET	Outsourced	Finance and SCM
Requisition Site BP	Requisitions	Web-base	Windows Server 2012 R2	SQL Server	EF	Outsourced	NDA
	Business Portal	Business Portal - Travel Reservations	Windows Server 2003	SQL Server	.NET	In-house	NDA
HEAT	Service Desk	ICT Services Management	Windows Server 2008 R2	SQL Server	.NET	Outsourced	NDA
SharePoint	CSOs Development tool (Assessments and Needs Analysis)	Web-base	2016	SQL Server	SharePoint	In-house	COO

Summary of Applications:



3. PURPOSE OF THE BID

The purpose of the request for bids is to appoint suitable services providers for the development of a Master CSOs Database and the integrated CSOs Information Management System.

3.1. System Objectives

The following system objectives have to be achieved with the implementation of the required solution:

- a) Address the technology shortcomings stipulated in the problem statement.
- b) Ensure that reports are drawn from a single source (Single Truth).
- c) Employ the latest technology where applicable.
- d) Propose a system that is scalable to accommodate future growth of the organisation's.
- e) Define a system that is adaptable to accommodate user requirement changes and future enhancements.
- f) Provide a system that is logical and user friendly.
- g) Ensure data integrity and data security by implementing quality control procedures at data entry levels.

3.2. Key System Development Principles

The ICT Strategy is sensitive to the current fiscal constraints under which the NDA operates. It is for this reason that a pragmatic approach has been taken to the proposed application solutions which seeks to propose systems which are sensible and realistic in a way that is based on practical rather than theoretical (or nice to have) considerations. Some key principles which should apply during the development are:

- a) **Fit for Purpose** – Solutions will be implemented that delivers on its intended purpose and meets the goals and objectives of the organization.
- b) **Keep things simple** – Will avoid complexity and seek to implement processes, technology and solutions that are easy to maintain, skills are readily available, not over specked with unnecessary functionality and User Friendly.
- c) **Don't re-invent the wheel** – Use what is currently working and leverage existing technology that meet the business requirements before looking at modern technologies and systems.
- d) **Automate** – Work smart and automate processes and business functions wherever possible.
- e) **Leverage existing technology** – Cost considerations are a priority, existing technologies within the NDA will first be considered first.

3.3. Enterprise Systems Architecture Tiers



Considering the above, the NDA deemed it necessary to invite service providers to develop a Master CSOs Database and an integrated Information Management System, to be implemented within 10 months. In issuing this RFP, NDA seeks to identify a bidder who is able to provide the services required by the NDA in the manner set out in the Specifications (Terms of Reference) and will continuously seek improvements in cost competitiveness, value, efficiency, productivity and service level quality in the provision of the services for the mutual benefit of the NDA and the Bidder.

4. SCOPE OF WORK

The development CSOs Master Database and Integrated Information Management System project should replace the current systems and excel tools with an integrated system. The overall goal of the project is to implement a system that improves services to the CSOs and Stakeholder by providing access to timely and accurate information for decision-making, and further assist the NDA to be more technologically competitive and efficient. The overall description is stipulated as follows:

4.1. Part one: Development of the CSOs Master Database

According to the NDA Act:

(1) *The NDA must-*

(a) *act as a key conduit for funding from the Government of the Republic, foreign governments and other national and international donors for development work to be carried out by CSOs;*

(c) *contribute towards building the capacity of CSOs to enable them to carry out development work effectively; and*

(d) create and maintain a database on CSOs, including, but not limited to, the scope and subject matter of their work and their geographical distribution, and share the information in that database with relevant organs of state and other stakeholders.

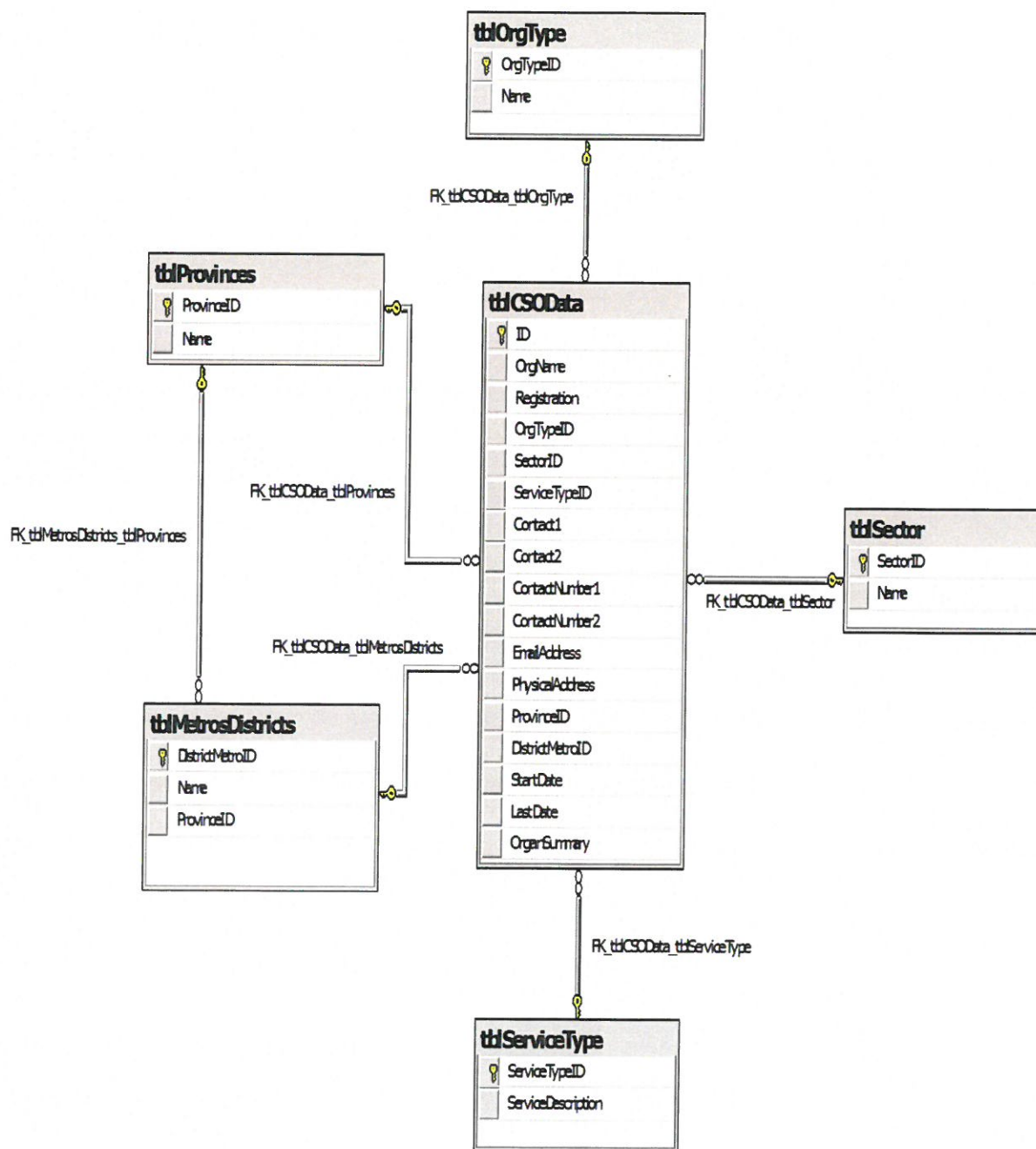
Therefore, the Act compels the NDA to create a database of CSOs that can be used to solicit funding and ensures that the database is accessible and available to all stakeholders. This is a crucial function that supports both the conduit for funding and the capacity-building interventions. The priority is therefore to firstly create a consolidated CSO Master Database and to build the application layer that will enable the relevant business functionality.

The service provider is expected to build a consolidated CSO Master Database. The data for this database will be migrated from different data sources, ranging from the Business Portal, Standalone CSO database at Head Office, the electronic CSO Databases at the Provincial and District Offices the paper based information within the various offices. Data collection scope will cover the data sharing from the master Non Profitable Organisation (NPOs) at Department of Social Development (DSD) and other Department Stakeholders who might be collecting the CSOs data. This Master database will integrate with the Data Warehouse and Portal at a later stage (Not within the current scope).

For the reengineering of the CSOs Master Database, the service provider is expected but not limited to:

- a) Review the CSOs database and reengineer the current design where necessary:
 - i. Identifying and consolidation of all NDA beneficiary data into a standard data record structure
 - ii. Development of database for all beneficiary information
 - iii. Migrating data records into SQL database
 - iv. Migrating beneficiary data into Programme Data Management database
- b) Present the CSOs database User Interface (UI) on smart forms for maintenance purposes.

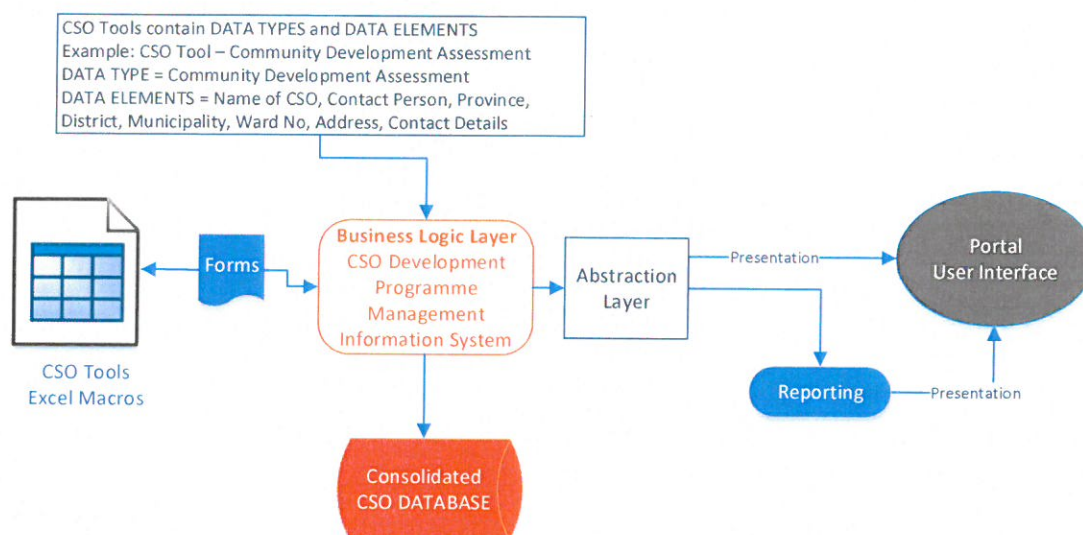
- c) Perform data cleaning and migrate from existing CSOs data where required.
- d) The CSO database should be maintainable through the following operations: create, read, update, delete (CRUD), the purpose of these operations is to allow the users to interact with the CSOs database in a user-friendly manner.
- e) Integrate the CSO Master database into an Integrated CSOs Information Management System.
- f) Provide technical designs of the reengineered CSO Master database.
- g) The CSO Master database must also be available for public consumption.



Current CSO Database Structure

4.2. Part Two: Development of an Integrated CSOs Information Management System

The development of the CSOs Integrated Information Management system is essentially automating the core businesses processes. The NDA has developed a set of CSOs tools on Excel spread sheets in order assess levels of maturity amongst other assessment and performance tracking. These tools are key information artefacts in the implementation of the information architecture and contain all the Data Types and Data Elements necessary to build the CSOs Information Management System. The NDA has done the detail mapping and articulating of the CSO processes and functions. Much of this work is contained in the “NDA Civil Society Organisation Development Framework, Guidelines And Tools...” document and essentially completes the first phase of business analysis.



4.2.1. Module 1 – CSO Mobilisation and Formalisation

The sub programme focuses on CSO engagements, assessments and needs analysis, prioritisations of interventions required by CSOs, facilitating registration of CSOs that need support to register with appropriate registration authorities (e.g. NPO and Cooperatives).

4.2.2. Module 2 – CSO Institutional Capacity Building

The sub programme will focus on strengthening institutional capacities of CSOs across all districts and local municipalities in nine provinces. The sub programme will focus on organisational development for the CSOs to ensure that these organisations have sound systems, processes and capabilities to deliver quality services, comply with good governance, accountability and reporting requirements of CSOs. The capacity building interventions will be provided through training, mentoring and incubation to all CSOs assessed and requiring institutional capacity-building development.

4.2.3. Module 3 – CSO Grand Funding and Resource Mobilisation

The sub programme focuses on providing grants to CSOs that work with poor communities, for purposes of developing their capacities to deliver quality projects and programmes. The

resource mobilisation component of this sub programme aims at mobilising resource from the South African Government, foreign governments, international agencies, and the private sector to increase the funding base of CSOs working in poor communities.

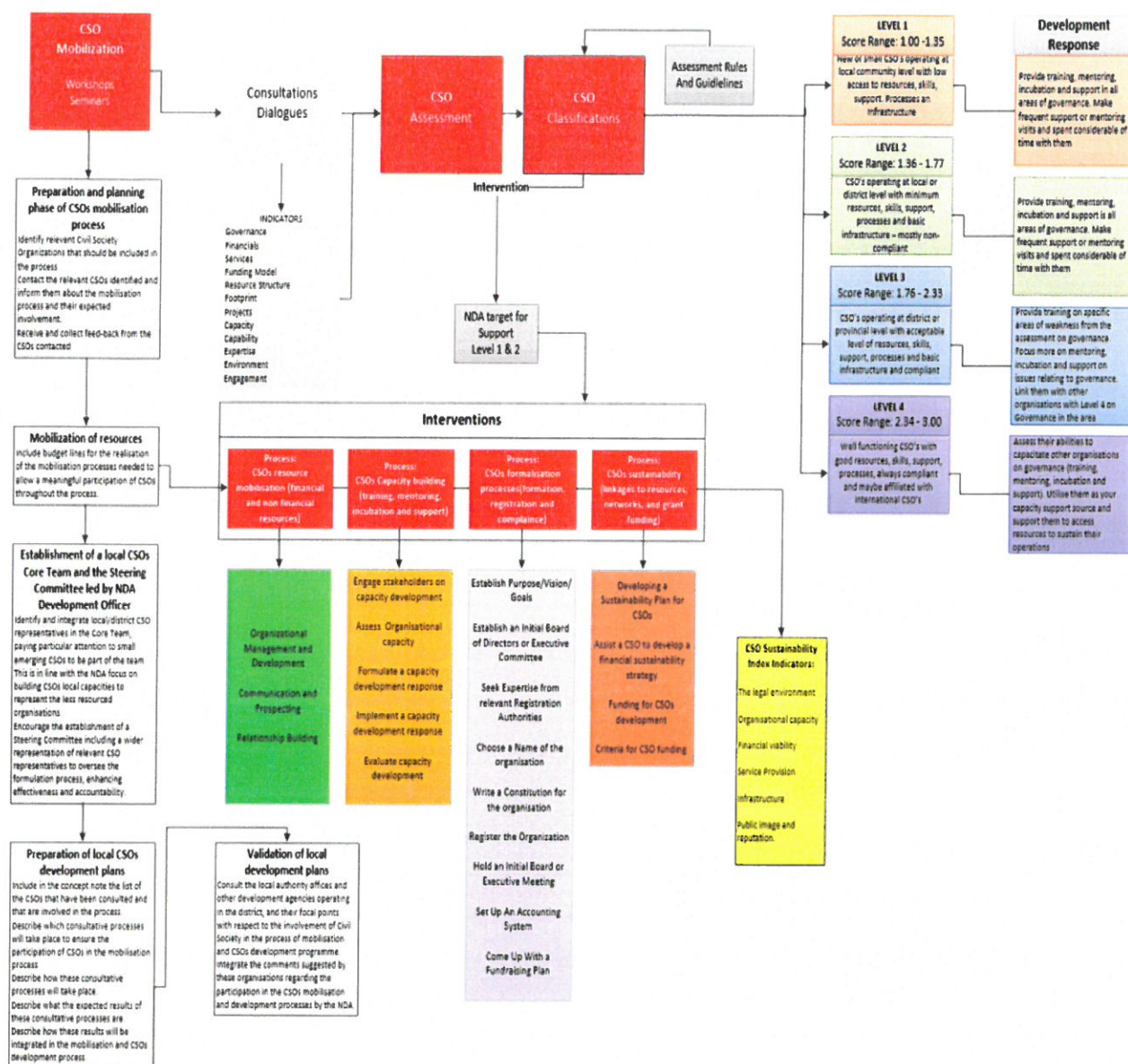
The NDA Act allows the NDA to provide grants to CSOs through a conduit for government, foreign government (bilateral and multilaterals), private sector (corporate), international organisations and philanthropist (local and international). Second, the NDA can grant funds to CSOs from its allocation from National Treasury. These are the avenues that the NDA can fund CSOs from all its resources inflows.

The NDA grant funding approach to CSOs is aimed at developing the organisations to ensure they have capacities to deliver quality services, attract more funding based on their performance records. Sustain the organisations that can assist the organisation to expand and reach more people in poor communities where they operate. The framework they provide developmental processes on how the NDA will fund CSOs and the developmental milestones that need to be monitored to produce developmental outcomes of these organisations. The below figure illustrate the grand funding process, supported by the grand funding policy.

4.2.4. Module 4 – CSO Linkages and Sustainability

This sub programme focuses on ensuring that CSOs are linked to appropriate available opportunities and resources to sustain themselves and reduce dependency on donor funding, but creates their own demand for services and products that can be utilised by the public and government. This sub-programme will also ensure that CSOs are linked, or will create networks so that they can support each other on their development goals, in order to achieve sustainability.

The processes below summarises the programme 2 value chain:



4.3. General Requirements

4.3.1. General Specifications for the development of CSOs Information Management System

The professional service provider is expected to develop a web-based solution, which has the minimum requirements but not limited to:

- Gather detailed business and functional requirements specifications for the development for the Solution
- Design and develop the Solution by considering the NDA current technologies i.e. SharePoint 2016, SQL Server 2016, Visual Studio 2015 and Power BI
- Migration of existing Corporate Reporting Solution data where required.
- User management capabilities e.g. permission and accessibility.
- Branding to be applied based on NDA standards.
- Document attachment capabilities.

- g) Risk assessment capabilities.
- h) Integration with financial system for reading budget values within programmes
- i) Provide technical and business documentations for the Solution

4.3.2. Minimum Security Controls Requirements

- a) Access must be granted based on personnel roles and the security principles of clearance, need to know, segregation of duties, and least privilege.
- b) Access to the system and its data should be controlled via authentication and authorisation. An authenticated person / user shall be granted access to only those information system resources necessary to perform their authorised task(s).
- c) The required system should provide a means by which individual users can be individually accountable for their actions.
- d) The system should protect applications and data according to its sensitivity and criticality against unauthorised access and protect hardware, software and data from accidental or deliberate unauthorised changes, destruction, disposal, removal and / or disclosure.
- e) The access permissions for system data should only be changed by the system's administrator.
- f) System authentication must be integrated with Active Directory.
- g) System should be compliant to the relevant legislations e.g. POPI Act.
- h) The system must have the capability to ensure that data is not modified, altered, or deleted without authorization in either storage or in transit.
- i) Any unauthorized modification of data must yield an auditable security-related event.
- j) The system must log any attempt by the administrator to authorize any user to bypass the administrator-configured data integrity controls.
- k) The system must protect data integrity by performing data integrity checks.
- l) When data integrity checks fail, the system must reject the data.

4.3.3. Maintainability and Support

- a) The system should be designed in a maintainable manner. It will be easy to incorporate new requirements in the individual modules.
- b) The maintenance and support costs should be included on the proposal for the duration of 24 Months.
- c) The system should be hosted in house.

4.3.4. Usability

- a) Usability requirements for the system should include the following:
 - User friendly and Well-formed graphical user interfaces
 - Well-structured user menus and easy to navigate
 - Informative error messages
 - Help facilities, knowledge management portal and user manuals

4.3.5. Communications Interfaces

- a) The system should have a capability to send Short Message System (SMS) and emails services for notifications.
- b) Should be accessible to mobile devices.

4.3.6. Performance Requirements

- a) The response time when transacting must be faster throughout the day.
- b) The required system should be able to handle a multiple of concurrent users working on the system without affecting the system's throughput.
- c) The system should be able to handle requests from different categories of users.

4.3.7. Reporting and Business Intelligent (BI)

- a) The software should generate following viewable and printable reports as per the NDA requirements.
- b) The system should allow some different method for navigating the data (access data) which are by location within our group company also by Site, Provinces and districts.
- c) Systems enable NDA to run customized report as needed.
- d) To supplement the records created in the system, the system should make it possible to link to or upload other electronic files in their native format (e.g. images)
- e) Provide reporting features to import and export the data with 'MS Excel' / 'PDF'.
- f) Import data from other source (Text File) in order to speed up the migration process for the system (such as upload material master data, CSOs data, etc.)

4.3.8. Integration Requirements

The provider should provide the integration test among modules with focusing to the following purpose:

- a) To provide overview of end to end process for each module
- b) To know and understand the impact to others if any step is not done properly
- c) To confirm that system running properly as expected
- d) To confirm the reports generated in these processes meet our expectation
- e) Data migration from current to the new platform
- f) Must be Operating System (OS) and browser independent.

5. PROPOSED PROJECT DURATION

The proposed service should be implemented within 10 months.

6. COMMERCIAL EVALUATION

- 7.1 Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2017, using the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 80 points for price and maximum of 20 points will be awarded for

attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.

- 7.2 The bid proposals received will be evaluated in two (2) phases. On the first phase bids will be evaluated on functionality and on the second phase in accordance with the 80/20 preference points system respectively.
- 7.3 Bid proposal must score a minimum of eighty (80) points or more out of hundred (100) points on functionality in order to qualify for advancement to the next phase of evaluation. Second phase, a bid proposal scoring less than 70 out of 100 will not be considered for further evaluation and will be disqualified.
- 7.4 Phase two: During this phase, bid proposals that passed the first phase will be further evaluated based on the 80/20 preference points system in accordance with the PPPFA Act, where 80 points will be attained in respect of price (the lowest acceptable bid will score 80 points and bidders that quoted higher prices will score lower points for price on a pro-rata basis) and 20 points will be awarded for attaining the Broad-Based Economic Empowerment (B-BBEE) status level of contribution in accordance with the table below:
- | B-BBEE Status Level of Contributor | Number of points (80/20 system) |
|---|--|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |
- 7.5 In order to claim the B-BBEE Status Level of Contributor, bidders must submit Sworn Affidavits or original and valid B-BBEE Status Level Verification Certificates or certified copies thereof, issued by accredited Verification Agencies such as SANAS or Registered Auditor approved by the IRBA together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprises must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.
- 7.6 Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE, but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.
- 7.7 Bidders are requested to complete the preference claim form (SBD 6.1 and 6.2) in order to claim preference points.
- 7.8 The highest ranked bidder will be awarded the bid. It should be noted also that the NDA reserves the right not to appoint any service provider and no service provider will be reimbursed for any costs incurred whilst participating in this bid.

6.1. Pricing

- 6.1.1. Service providers must give a detailed cost breakdown for all applicable costs e.g. Initial setup costs, Escalation costs and any other additional charges.
- 6.1.2. Service providers must indicate if their prices will be fixed and firm for the duration of the proposed contract period, if not, the proposed escalations should be clearly indicated on the proposal/quotation. All prices submitted must be inclusive of VAT.
- 6.1.3. Service Providers must ensure that the quotes submitted have no arithmetic errors as NDA will not rectify any errors and no adjustments to quotations received will be permitted after the closing date. The quotes should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed by NDA and the service provider prior to contract acceptance.
- 6.1.4. Service providers will carry the responsibility of ensuring that the proposals submitted have been signed by a duly authorised person. Should it be established after the submission of proposals that the signatory authorising the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.
- 6.1.5. All prices submitted should be typed in black ink or written in pen. No proposals written in pencil will be accepted or evaluated. Prices must show the total bid amount with vat included.

7. NDA PAYMENT TERMS

Invoices will be paid 30-days from the date of submission.

8. TECHNICAL EVALUATION

8.1. Documents for Technical Evaluation

Company profile (with written references from suppliers' clients, detailing the nature of work done, duration of contract, report on turnaround times cost saving initiatives implement and evidence of results) The references should be on the referee's official letter-head with full contact details and designation of the person signing the reference letter.

8.2. Technical Evaluation will be scored as follows

Description		Weight
Development of the CSOs Master Database	Development of the CSOs Master Database, which meets the requirements stated in section 4.1 of the document.	10
Development of an Integrated CSOs Information Management System	Development of an Integrated CSOs Information Management System, which meets the requirements stated in section 4.2 of the document.	10

Description		Weight
General System Specification	<p>Ability to provide an Integrated CSOs Information Management System that meet the following requirements:</p> <ul style="list-style-type: none"> • Hardware agnostic design • Integration with other Software / Systems • Capability to work offline • High Security controls • Less maintenance and third party reliance • Detail plan for User training at all levels • Ability to create feature rich forms • Should be accessible to any mobile device • Automation of the work flow • Must be platform and browser independent • Should have BI capabilities • User friendly and Well-formed graphical user interfaces • The systems should be web-based • Should have communication interface • Should have capability to perform bulk data import / export 	30
Work plan with Business Continuity (Software Development Methodology)	Provide detail work plan specifying detailed activities on the scope of work that shows deployment with minimum interruptions of NDA's operation. Present a data migration approach to ensure smooth transition and prevent data corruption.	20
Experience and References	<p>Bidders should have at least five (5) years or experience in the software development industry, with proven record of accomplishment on successful implementation of similar projects.</p> <p>Provide at least five reference letters, signed by the service provider's clients or completion certificates indicating:</p> <ul style="list-style-type: none"> • Scope of Works • Project duration <p>The reference should <u>not</u> be older than five (5) years.</p>	10
Skills Transfer	<ul style="list-style-type: none"> • Skill transfer framework • Full Source Code ownership • Full System documentations 	6
Capacity	<p>Minimum capacity to deliver the project:</p> <p>Project Manager Business / Systems Analyst x2 Database designer / developer Software Developers X 2 Software Tester</p>	14

Description		Weight
Minimum score for Functionality		80
TOTAL SCORE		100

8.3. Clarification of the above score system

- 8.3.1. If a service provider has the required minimum requirements for service as detailed in section 4.1 of NDAs' specifications, they will get the full 10 points. Should a service provider have devices that exceed the minimum requirements it will also be scored the full mark of 10, however it will be noticed in making the final decision. The service provider can provide sample database designs as evidence where necessary and confirm within the proposal if these requirements can be met.
- 8.3.2. If a service provider has the required minimum requirements for service as detailed in section 4.2 of NDAs' specifications, they will get the full 10 points. Should a service provider have devices that exceed the minimum requirements it will also be scored the full mark of 10, however it will be noticed in making the final decision. The service provider can provide sample snapshots as evidence where necessary and confirm within the proposal if these requirements can be met.
- 8.3.3. General system specification: Software Attributes, Design and Interfaces as stipulated in technical evaluation description, the service provider can provide sample snapshots as evidence where necessary and confirm within the proposal if these requirements can be met. Each request as captured in a bullet form will be allocated two (2) points if it is addressed by the service provider, one (1) point is partially addressed and zero (0) if not addressed.
- 8.3.4. The service provider needs to provide assurance on service delivery with Business Continuity - Provide a detail work plans with activities, timelines and deliverables within the scope of work and a separate plan on how to take over the current services (e.g. Data migration) from the current different platforms with minimum interruptions of NDA's operation; therefore, points will be allocated for that plan.
- 8.3.5. The service provider MUST present their industry experience documented in less than one (1) page, highlighting what are they specializing with and the number of years within the industry. Full 10 points will be allocated to a service provider with five (5) years of experience with 5 signed verifiable reference letters. Lesser points will be allocated if the number of years is less than 5 and the signed verifiable reference letters are less than 5. A copy of an appointment letter or Purchase Order will NOT suffice. Should a service provider fail to submit the required minimum of required signed verifiable references letters, they will score a zero but will not be disqualified from the bidding process.
- 8.3.6. The service provider should provide CVs of the resources to be contracted for the project, which indicate the level of competency (Expertise and experience) and contactable references. Please note one senior level is required in each area. Full

14 points will be allocated to service provider with all the resources, at 2 points for each resource.

- 8.3.7. Shortlisted service providers will be invited for presentations at the NDA head office, for further clarification. A presentation template will be provided when invited.

8.4. Mandatory Documents

- 8.4.1. Price offer.
- 8.4.2. Valid Tax Clearance Certificate issued by the South African Revenue Services (SARS) --- Where consortium/joint ventures/sub-contractor are involved each party to the association must submit a separate valid original Tax Clearance Certificate a SARS tax pin and compliant CSD Report.
- 8.4.3. A letter/resolution authorising the person signing the bid documents and contracts.
- 8.4.4. Company registration documents (CIPC).
- 8.4.5. Certified Sworn Affidavits or BEE verification certificate (Issued by an approved verification agency).
- 8.4.6. Completed and signed SBD documents.
- 8.4.7. ID copies of directors

Failure to submit the above requirements with the bid document may lead to the disqualification. There will be no disqualification for none submission of a BEE certificate/sworn affidavit but service providers who do not submit will be scored zero (0) points for B-BBEE.

9. OTHER CONDITIONS

- 9.1 The Agency reserves the right not to accept the lowest bid during the bidding process.
- 9.2 The Agency reserves the right to return late bid submissions unopened.
- 9.3 The Agency reserves the right to cancel or not to award the bid to any supplier and participating service providers will not be reimbursed for expenses incurred while participating in the bid process.
- 9.4 The bid documents will be valid for 120-days from the date of submission. No regret letters will be issued to any participating service providers. The successful service

provider will be announce on the NDA website and on the newspaper where the Ad was published.

10. CONTRACTING

- 10.1 Upon the finalization of the property selection process. NDA's legal department shall sign the lease agreement herein referred to as Annexure "C".
- 10.2 All discussions and negotiations regarding the contents of the lease agreement shall be done with NDA's legal department.

11. DISCLAIMER

- 11.1 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the NDA (other than minor clerical matters), the bidder must promptly notify NDA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the NDA an opportunity to consider what corrective action is necessary (if any).
- 11.2 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the NDA will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Particulars of tender (If applicable)Tender number Estimated Tender amount R , Expected duration of the tender year(s)**Particulars of the 3 largest contracts previously awarded**

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
--------------	----------------	-----------	----------------	------------------	--------

Audit

Are you currently aware of any Audit investigation against you/the company? YES NO

If "YES" provide details

Appointment of representative/agent (Power of Attorney)I the undersigned confirm that I require a Tax Clearance Certificate in respect of or .I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

Date

Name of representative/agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

Date

Name of applicant/Public Officer

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - reply to or answer truly and fully, any questions put to him ...
 As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: **NDA30/IT 01/18**

CLOSING TIME 11:00

CLOSING DATE: **23 July 2018**

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE OF A DEVELOPMENT MASTER CSOs DATABASE AND AN INTEGRATED INFORMATION MANAGEMENT SYSTEM	

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....
.....
.....
.....
.....

R.....
R.....
R.....
R.....
R.....

.....
.....
.....
.....
.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....
.....
.....
.....

R..... days
R..... days
R..... days
R..... days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....
.....
.....
.....

..... R.....
..... R.....
..... R.....
..... R.....

TOTAL: R.....

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Name of Bidder:

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
.....
7. Estimated man-days for completion of project
.....
8. Are the rates quoted firm for the full period of contract?
*YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....
.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Nomakhaya Nelani
National Development Agency
26 Wellington Road
Parktown
Johannesburg
2193

Tel: 011 018 5607

Or for technical information –

Lerato Dhlamini
National Development Agency
26 Wellington Road
Parktown
Johannesburg
2193

Tel: 011 018 5652

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

.....

.....

.....

.....

YES/NO

.....

.....

.....

.....

YES/NO

.....

.....

.....

3 Full details of directors / trustees / members / shareholders.

[illegible]

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted..... %
 ii) The name of the sub-contractor.....
 iii) The B-BBEE status level of the sub-contractor.....
 iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of
company/firm:.....

8.2 VAT registration
number:.....

8.3 Company registration
number:.....

8.4 **TYPE OF COMPANY/ FIRM**

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....
.....
.....
.....
.....

8.6 **COMPANY CLASSIFICATION**

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2